



## State Office Building 2006 Cleaning Schedule

Item	Cleaning Requirements	Scheduled Cleaning Dates
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### **E Monthly Services**

1	Dust registers below window overlooking patio and all surfaces on sky bridge 9th, 10th & 11th floors	1st week of every month
2	Clean oil puddles in parking garage	1st week of every month
3	Buff hard floors	1st week of every month
4	State Library - damp wipe ends of moveable book shelves, microfiche and film cabinets, table braces, and chair legs.	1st week of every month
5	8th Floor - thoroughly vacuum vents under windows with brush attachment	1st week of every month
6	7th Floor Mail Room - thoroughly vacuum entire area and around equipment. Move boxes as necessary. Last Friday of every month	1st week of every month
7	8th Floor Organ - Damp wipe and clean area around and on top of enclosure	1st week of every month

### **F Semi-Annual Services**

1	Dust or vacuum window coverings, overhead pipes, molding over 6 ft	2nd week of May	2nd week of Nov.
2	Wash trash cans	3rd week of May	3rd week of Nov.
3	Wash doorframes and walls in public hallways and stairwells. Wash stairwell railings. Damp wipe baseboard & trim	3rd week of May	3rd week of Nov.
4	Strip, wax and buff hard floors	2nd week of May	2nd week of Nov.
5	Dust ventilation grills and diffusers	2nd week of May	2nd week of Nov.

### **G Annual Services**

1	Computer Rooms - Vacuum under raised floors	3rd week of Oct.
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### **H Carpet shampoo**

1	Shampoo high traffic areas	As directed by project manager
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### **I Carpet shampoo**

1	Shampoo remainder of building	As directed by project manager
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